

# POLYCHEM LIMITED

REGD. OFFICE: 7, JAMSHEDJI TATA ROAD, CHURCHGATE RECLAMATION, MUMBAI-400 020.



TELEPHONE : 91 22 2282 0048  
FAX : 91 22 2285 0606  
URL : <http://www.polychemltd.com>  
EMAIL : [polychemltd@kilachand.com](mailto:polychemltd@kilachand.com)  
CIN : L24100MH1955PLC009663

HO:CS&CO:85/2019

29<sup>th</sup> March, 2019

Bombay Stock Exchange Ltd  
P.J.Towers, Rotunda Building  
Dalal Street, Fort  
Mumbai 400 001.

**Company Code: 506605**

Dear Sir,

**Sub: Intimation of KYC updation to the Shareholders and request for dematerialization of Securities.**

we hereby wish to inform that pursuant to SEBI circular dated April 20, 2018, ref. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73, the Intimation letter along with KYC form has been given to the shareholders on 5<sup>th</sup> July, 2018 requesting them to submit their PAN and Bank Account details for updation of their data in Company records, subsequently 1<sup>st</sup> reminder and final reminder for same has been also sent to shareholders on 3<sup>rd</sup> October, 2018 and 16<sup>th</sup> March, 2019 respectively.

Further, pursuant to BSE circular No - LIST/COMP/15/2018-19 dated 5th July, 2018 letter has been sent to the shareholder on 3<sup>rd</sup> October, 2018 who are holding shares of the company in physical mode, Disclosure intimating about the recent amendment to regulation 40 of SEBI (Listing obligation and Requirements) regulation, 2015 with respect to mandatory dematerialization for transfer of securities and the final reminder for the same were sent on 16<sup>th</sup> March, 2019.

Kindly take this on record.

Thanking you,

Yours faithfully,  
For Polychem Limited,

(Deepali V. Chauhan)  
Company Secretary & Compliance Officer  
Mem No. A38273

**Subject: - Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.**

Dear Sir/Madam,

We refer to the SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, in which SEBI has directed all the listed Companies to record the PAN and BANK ACCOUNT details of all their shareholders holding shares in physical mode through their RTA. Accordingly your Company has initiated steps for registering the PAN details of all the shareholders (including joint holders if any) and the BANK ACCOUNT details of the registered shareholder.

We would like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each requirement is provided in the KYC form. In this context, we request you to kindly fill in the details as mentioned in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points.

**A. For updating PAN of the registered and/or joint shareholders:**

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

**B. For updating Bank Account details of the registered shareholder:**

**1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed**

- For address proof : Self- attested legible copy of Aadhar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

**2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it**

- For address proof : Self- attested legible copy of Aadhar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**C. For updating the Specimen signature of the registered and/or joint shareholders:**

- Affidavit duly notarised on non-judicial stamp paper of RS. 100/- (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature-format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation. (If the cancelled cheque leaf does not contain shareholder's name).

**D. For registering Email Id of registered shareholder: Email-id of the registered shareholder for all future communication in electronic mode (Go Green Initiative).**

**E. For registering Mobile No. of registered shareholder: Mobile no. of registered shareholder for future direct communication**

**F. For registering Nominee by the registered shareholder (if any): You are requested to register the Nomination (Form SH-13) to your folio. Nomination form is available on our website at [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Downloads-General-Nomination.**

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter. Single copy of supporting document is sufficient for updating multiple subjects.

In the absence of response, enhanced due diligence will be applicable.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

This is a computer generated letter and hence no signature required

*In the interest of Shareholders, we recommend you to convert your physical shares into dematerialised form as a matter of security and for seamless trading in securities.*

**KYC FORM**

To  
**Link Intime India Private Limited**  
 C 101,247 Park,L.B.S.Marg,Vikhroli (West),Mumbai-400083  
 Unit : **Polychem Limited**

Date : \_\_\_/\_\_\_/\_\_\_  
 Folio No : **F0000222**  
 No of Shares : 16

Dear Sir /Madam,  
 We refer to the current KYC status as provided by you in the below table:

| Name of the shareholder(s) | PAN (A)  | Bank details (B) | Specimen Signature (C) | Email ID (D) | Mobile No (E) | Nominee Details (F) |
|----------------------------|----------|------------------|------------------------|--------------|---------------|---------------------|
| [REDACTED]                 | REQUIRED | REQUIRED         | REQUIRED               | REQUIRED     | REQUIRED      | REQUIRED            |
|                            |          |                  |                        |              |               |                     |
|                            |          |                  |                        |              |               |                     |
|                            |          |                  |                        |              |               |                     |

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

**A For registering PAN of the registered and /or joint shareholders (as applicable)**

Registered shareholder     Joint holder 1     Joint holder 2     Joint holder 3    (self-attested copy for all Shareholders attached)

**B For registering Bank details of the registered shareholder**

Aadhar/Passport/utility bill     Original cancelled cheque leaf     Bank Passbook/Bank Statement

**C For registering the specimen signature of registered and / or joint shareholders (as applicable)**

Affidavit     Banker verification     Original cancelled cheque leaf     Bank Passbook/Bank Statement (for all Shareholders attached)

**D For Updating the email id:** \_\_\_\_\_

**E Mobile No**   

**F For registering the nominee details by the registered shareholder**

Form SH-13 (Nomination registration form attached)

**Note:- For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any identity proof issued by Govt.**

I/We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it.

Sign: \_\_\_\_\_  
 Registered holder

Sign: \_\_\_\_\_  
 Joint holder 1

Sign: \_\_\_\_\_  
 Joint holder 2

Sign: \_\_\_\_\_  
 Joint holder 3

Subject: - First reminder for Updating the KYC details and Intimation to dematerialise physical securities.

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the PAN of all the shareholders and Bank Account details of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the table overleaf within 21 days from the date of this letter

Kindly refer to the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

| Sr. No | REQUEST TO BE UPDATED | SUPPORTING DOCUMENTS  |
|--------|-----------------------|---|
| A      | PAN                   | • Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)  |
| B      | BANK ACCOUNT DETAILS  | • Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport.<br>• Original cancelled cheque leaf of registered shareholder<br>• Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf) |
| C      | SPECIMEN SIGNATURE    | • Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *<br>• Format for signature verification *<br>• Original cancelled cheque leaf<br>• Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)                    |
| D      | EMAIL ID              | • To be mentioned in KYC form   |
| E      | MOBILE NO.            | • To be mentioned in KYC form   |
| F      | NOMINATION            | • Nomination Registration form *  |

Note: - 1. \* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) Resources → Downloads → General → Formats for KYC.  
 2. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised to dematerialise their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 05th December 2018.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

To  
 Linkintime India Private Limited  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Date: \_\_/\_\_/\_\_

Dear Sir Madam,

Based on the data as mentioned in the table overleaf, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the table.

**A For registering PAN of registered shareholder and joint shareholders**

Registered shareholder  Joint holder 1  Joint holder 2  Joint holder 3

**B For registering Bank details of registered shareholder only**

Aadhaar /Passpor/Utility bill  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered shareholder and joint shareholders**

Affidavit  Format for signature verification  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**D For Updating the email Id of registered shareholder only:** \_\_\_\_\_

**E For updating Mobile No. of registered shareholder only:** \_\_\_\_\_

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**F For registering the nominee details by the registered shareholder only:**  Nomination Registration form

Note: - 1. Shareholders from Sikkim can provide self-attested copy of Aadhaar Card/Voters Card/Driving License/Passport or any other identity proof as issued by Govt. 2. Single copy of document is sufficient for updating multiple requests.

I We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed by affixing my/our signature(s) to it

Sign: \_\_\_\_\_  
 Registered holder

Sign: \_\_\_\_\_  
 Joint holder 1

Sign: \_\_\_\_\_  
 Joint holder 2

Sign: \_\_\_\_\_  
 Joint holder 3

"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".

Subject: - **Second & Final reminder for Updating the KYC details and intimation to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the PAN of all the shareholders and Bank Account details of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the table overleaf **within 21 days from the date of this letter**

Kindly refer to the list of supporting documents to be submitted for updating your KYC details as per the table printed below.

| Sr. No | REQUEST TO BE UPDATED | SUPPORTING DOCUMENTS   |
|--------|-----------------------|--|
| A      | PAN                   | <ul style="list-style-type: none"> <li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li> </ul>   |
| B      | BANK ACCOUNT DETAILS  | <ul style="list-style-type: none"> <li>Self- attested legible copy of address proof. Any 1 from,                             <ul style="list-style-type: none"> <li>a. Utility bill (not older than 3 months)</li> <li>b. Aadhaar Card</li> <li>c. Passport.</li> </ul> </li> <li>Original cancelled cheque leaf of registered shareholder</li> <li>Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)</li> </ul> |
| C      | SPECIMEN SIGNATURE    | <ul style="list-style-type: none"> <li>Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *</li> <li>Format for signature verification *</li> <li>Original cancelled cheque leaf</li> <li>Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)</li> </ul>   |
| D      | EMAIL ID              | <ul style="list-style-type: none"> <li>To be mentioned in KYC form</li> </ul>  |
| E      | MOBILE NO.            | <ul style="list-style-type: none"> <li>To be mentioned in KYC form</li> </ul>  |
| F      | NOMINATION            | <ul style="list-style-type: none"> <li>Nomination Registration form *</li> </ul>   |

Note: - 1. \* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) → Resources → Downloads → General → Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further, we would like to draw your attention to our previous intimations/reminders about SEBI Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, BSE Circular No. LIST/COMP/15/2018-19 dated 5th July, 2018 and NSE Circular No. NSE/CML/2018/26 dated 9th July, 2018 advising shareholders to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 5th December, 2018. **SEBI vide its notification dated 30th November, 2018 has now extended this date to 31st March, 2019.**

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

To,

Linkintime India Private Limited

Date: \_\_/\_\_/\_\_

Unit : Polychem Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Dear Sir Madam,

Based on the data as mentioned in the table overleaf, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the table.

**A For registering PAN of registered shareholder and joint shareholders**

Registered shareholder    Joint holder 1    Joint holder 2    Joint holder 3

**B For registering Bank details of registered shareholder only**

Aadhaar /Passport/utility bill    Original cancelled cheque leaf    Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered shareholder and joint shareholders**

Affidavit    Format for signature verification    Original cancelled cheque leaf    Bank Passbook/Bank Statement

**D For Updating the email id of registered shareholder only:** \_\_\_\_\_

**E For updating Mobile No. of registered shareholder only:**

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**F For registering the nominee details by the registered shareholder only:**  Nomination Registration form

Note: - 1. Shareholders from Sikkim can provide self-attested copy of Aadhaar Card/Voters Card/Driving License/Passport or any other identity proof as issued by Govt. 2. Single copy of document is sufficient for updating multiple requests.

I/We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed by affixing my/our signature(s) to it

Sign: \_\_\_\_\_  
Registered holder

Sign: \_\_\_\_\_  
Joint holder 1

Sign: \_\_\_\_\_  
Joint holder 2

Sign: \_\_\_\_\_  
Joint holder 3

**"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied"**